

Guidelines for placing your article in “Buck Mountain News”

Everyone is welcome and encouraged to submit articles for publication in “**Buck Mountain News.**” This includes adults, teens and children. Your information should be of interest to our Buck Mountain church community.

Length of newsletter articles: normally should be less than 350 words. You can easily get a count when you work in Microsoft WORD by clicking on Tools and then click Word Count. There will be some exceptions on this number, i.e. Shrine Mont information or the interview with our Rector on her retirement. **Exceptions can also be made at any time by people from category one below.** The number is a goal so if you need 365 words to complete your thought, go for it.

There is a hierarchy for articles: (1) from our Rector and the Vestry members (2) from the Heads of Ministries or Committees, (3) information directly related to Buck Mountain Church and our Diocese and (4) information from church members about the activities of outside organizations that are engaged in good works in our community.

Deadline for receiving pictures or articles that exceed 350 words: Please submit your article to ktmor@mordini.net no later than the Wednesday before the established deadline if you have some compelling reason to want a longer article. Please also understand that I will give priority to the people in category 1, 2, and 3 above. I also need a little extra time to set up pictures. When your article exceeds the recommended work count, we may have to reduce it. In advance, think about what you can edit out.

Available space is one issue and another is seasonal suitability: This can relate to seasons like Lent, Advent or Christmas, but it is more likely to be time and date of the issue we are publishing. While you can give a brief heads up for future plans, the upcoming events you are giving a lot of details about should fall during the months of the current issue. February and March events should be published in the February and March newsletter.

Length: Buck Mountain News varies from 4 pages to 8 pages, depending on available articles. The newsletter cannot be increased by a half page or one page. A sheet of paper is 2 pages (back and front). One article that is too long cannot be accommodated without filling up two full pages. There is increased cost for adding extra pages.

Upcoming deadlines: April/May deadline is 3/24/07; June/July deadline is 6/19/07
Aug./Sept. deadline is 8/4/07; and the Oct./Nov. deadline is 9/22/07

Delivery of the Newsletter: Seven days after the copy deadline, it is delivered following the Sunday service in Deese Hall. Copies not picked up are mailed the following day. It is now available on line the Wednesday before it is available in church and if you have a computer, you will receive an email reminder. If you can print your own copy, it saves us printing and postage costs. Please notify ktmor@mordini.net if we can add your name to the “do not print” list.

We want the “**Buck Mountain News**” to be valuable to everyone, but especially to our new members. We also want to encourage the writings of our young members.